ER-5-4889

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT:

Ceiling Increase, Cable Secretariat

l. We have discussed with the matter of the increased workload in the Cable Secretariat which has resulted in the attached request for five additional positions for the Secretariat.

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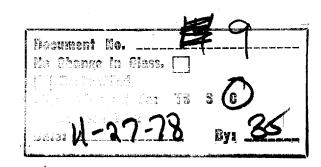
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- 2. Signal Center operation ties in directly with the Cable Secretariat. When the workload in the Signal Center increases there is also an increase in the workload of the Secretariat.
- 3. The Signal Center workload has increased in an amount that, 25X1A in opinion, supports the workload increases reported by the Cable Secretariat. The second has found it necessary to prepare a request for an increase of eight positions in the Signal Center T/O. His final conclusion, after review of the Cable Secretariat request, was that the increase was justified.
- 4. When the T/O request for the Signal Center is received I believe it might be worth-while to review the entire message operation, i.e., both the Signal Center and the Cable Secretariat. These operations were once combined and possibly some economies might be possible as a result of such a survey. In the meantime, approval of the attached request is recommended.

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Chief, Management Staff

Enclosure Request



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